

## POSITION DESCRIPTION

Facility Repair Worker-Advanced  
Bureau of Building Management - Facilities Management Group 1  
Division of Facilities Management

Position Number: 015627

Rated PD

## POSITION SUMMARY

Under general supervision of the Building & Grounds Superintendent, Bureau of Building Management, this position is responsible for performance of a variety of tasks of a heavy physical nature involved in, and incidental to, general building services and preventative maintenance activities. Duties include, but are not limited to: general facilities maintenance, various cleaning duties, ornamental gardening, park planning and maintenance, seasonal care of planting beds, cultivating ornamental plants, and special event setup and takedown.

## GOALS AND WORKER ACTIVITIES

**40% A. Work with and assist maintenance mechanics, laborers, craft workers and other facility repair workers that may be of a heavy physical nature. Assume additional duties when requested in the State Capitol. Perform grounds keeping duties. Perform inspections, repairs, and maintenance on all equipment.**

- A.1 Perform manual work related to repair, periodic, preventative, and general maintenance, as well as inspections of tuggers, forklifts, boom lifts, dock lifts, garbage compactors, overhead doors, vehicles, trucks, boats, and pallet jacks.
- A.2 Repair and maintain all motorized equipment and machinery in a safe and efficient operating manner: changing oil, lubrication, refueling, tune-ups, minor adjustments, and cleaning/washing.
- A.3 Responsible for safely moving furniture and equipment, both interior and exterior.
- A.4 Maintain trash and recycle program. Collect and move refuse and recycling containers for pickup by contractor. Remove and attach compactor dumpsters. Transport dumpsters to be emptied. Report to supervisor problems with the services such as contaminated or defective containers. Monitor contractor pickup and delivery services. Maintain inventory record of dumpster activity. Empty and clean trash/recycle receptacles and replace with new can liners daily or more often as needed.
- A.5 Clean and maintain in good organization all shops, garages, and storage areas daily.
- A.6 Inspect and maintain tools and equipment to assure safe and proper operating condition. Notify supervisor of equipment and facilities in need of repair or replacement.
- A.7 Maintain lighting fixtures, replace defective lamps, and clean light fixtures.
- A.8 Inspect and maintain all entrances, porches, and staircases at the State Capitol daily.
- A.9 Monitor dock shipments; check-in shipments and maintain delivery log. Deliver and/or coordinate delivery of materials to offices, shops, storage areas, or other locations.
- A.10 Maintain and repair all hand and grounds tools including cleaning, sharpening, honing, oiling, etc.
- A.11 Work with steamfitters and maintenance mechanics in air handler filter changes when required.
- A.12 Assist in remodeling and improvement projects such as wall construction, painting and demolition.
- A.13 Work with and assist all assigned craft workers in preparation, repair, and project work.
- A.14 Perform caulking and maintenance painting work.

- A.15 Assist in remodeling and construction projects as required or directed.
- A.16 Erect and tear down scaffolding utilized in support of cleaning/maintenance/repair efforts.
- A.17 Remove wounded or dead animals daily.
- A.18 Clean outside windows upon request.
- A.19 Maintain sidewalks, entrances, porches, steps, drives, curbs, and all hardscapes: sweeping, cleaning of trash, debris, or graffiti, removing fallen branches, shoveling and plowing snow, de-icing, power washing, and all other general upkeep daily.

**20% B. Maintain perennial, ornamental annual, and bulb plants and beds.**

- B.1 Report to the Capitol Grounds Supervisor and the Executive Residence in all matters relating to perennial and annual plantings including selection, ordering, care and growth at DOA greenhouses, and placement for planting per plans and direction.
- B.2 Prepare soil in all planting beds including rototilling, soil amendments, mixing and potting, sodding, seeding, mulching, watering, weeding, and the addition or subtraction of soil.
- B.3 Prepare and grow to finish all ornamental annuals, perennials, flowers/bulbs, plants, etc. according to various design plans.
- B.4 Provide care for the successful growing of all flowers/bulbs/plants at all assigned locations, including watering, fertilizing, weeding, trimming, soil improvements, additional amendments, and pest control.
- B.5 Perform and use the integrated pest management program to maintain healthy growing of all plants following all applicable laws, policies, required certifications, and procedures. This includes the proper preparation, storage, application, signage, and warnings of appropriate fertilizers, pesticides, insecticides, and non-chemical treatments for disease and/or insect problems of plants.
- B.6 Maintain the beauty of the ornamental display beds, including the removal and replacement of dead or diseased plants utilizing chemical, biological and other control measures as appropriate. Apply mulch to inhibit growth of weeds, pickup and dispose of debris and other matter foreign to the ornamental display beds.
- B.7 Remove annual floral displays after frost and clean up beds, trim back, and mulch perennials.
- B.8 Prepare beds for all planting of spring bulbs.

**20% C. Perform all park, lawn, and grounds plantings maintenance care, including all woody ornamentals (trees, shrubs, and bushes) as well as annual and perennial plantings.**

- C.1 Maintain the Capitol Park irrigation system in all aspects: maintenance, repairs, programming, connections, receivers, scheduling, winterizing, and head adjustments/replacements.
- C.2 Responsible for the general care of the Capitol Park lawn in all aspects: watering, fertilizing, weed control, leaf, trash and debris removal, cleaning up of grounds caused by inclement weather or severe storm damage, seeding, raking, edging, aerating, trimming, mowing as assigned, and the safe disposal of clippings/brush/debris per applicable regulations.

- C.3 Responsible for the general care of the Capitol Park woody ornamental beds in all aspects: watering, fertilizing, weed control, leaf, trash and debris removal, pruning, and planting as assigned.
- C.4 Responsible for preparing, submitting, and presenting planting plans and seasonal evaluations on the State Capitol perennial and annual plantings.
- C.5 Responsible for Capitol Lawn soil care in all aspects: dethatching, seeding, soil amendments, sodding, watering, weeding, fertilizing in accordance with the approved schedule, determining soil grade in areas to be landscaped, constructing soil erosion control areas, and other work as assigned.
- C.6 Safely use and operate effectively a variety of grounds keeping equipment: riding and push mowers, rakes, shovels, edging tools, shears, manual and power saws, rototillers, snow-blowers, front-end loaders, skid-steers, tractors, chainsaws, snow plows, fork-lifts, boom and bucket lifts/trucks, scissors lifts, dump/pickup trucks, lawn aerators, fertilizer spreaders, and others as assigned.
- C.7 Responsible for the general care of the ornamental beds at all Madison-area DOA managed buildings in all aspects: watering, fertilizing, weed control, leaf, trash and debris removal, pruning, planting, selection, and ordering as assigned.
- C.8 Responsible for identification of lawn disease and insect damage and control as needed.
- C.9 Responsible for collecting soil samples for fertilizer application and quantity.

**10% D. Assist and perform setup and takedown of special events, meetings, and functions, including working on weekends or outside normal working hours as directed.**

- D.1 Setup and take down equipment such as tables, chairs, easels, displays, PA system, AV system, podium, stanchions, way-finding signage, and other equipment which may require use of scaffolding, lifts, and electrical adaptors.
- D.2 Perform room check before, during, and after each event and ensure safety procedures are maintained.
- D.3 Work with event sponsors and staff to ensure special events and displays follow all applicable policies and procedures.
- D.4 Setup and take down seasonal displays as directed, both interior and exterior, including holiday tree installation, hanging, and removal.
- D.5 In the absence of the supervisor, direct limited term employees and other workers performing grounds keeping work.
- D.6 Secure equipment in assigned storage locations. Maintain accurate inventory of equipment. Notify supervisor of missing or damaged equipment for replacement. Regularly inspect equipment for needed repairs or replacement.

**10% E. Maintain successful collaboration, communication, teamwork, and proactive customer service; attend required trainings; adhere to all safety and security expectations.**

- E.1 Meet with, schedule, and assist various contractors.

- E.2 Provide support, cover for other areas as operational needs demand complete projects and assist as needed in the implementation of plans and procedures in the event of an emergency, following the Continuity of Operations Plan (COOP).
- E.3 Work in collaboration successfully with other staff, contractors, and supervisors as a cohesive team to complete tasks, projects, and other work as assigned.
- E.4 Communicate regularly and successfully via phone, electronic, or in-person with other staff, contractors, and supervisors when making decisions, adjustments, conducting work, scheduling lawn care and snow removal, cutting grass, fertilizing, aerating, and seeding the lawn, as well as tree maintenance, removals, and stump grinding.
- E.5 Perform other duties, projects and assist other staff as required, directed or assigned to meet operational needs.
- E.6 Promote quality customer service and maintain effective working relationships by working with customers (e.g.: other departments, tenants, and guests, etc.) to solve issues or address complaints.
- E.7 Participate in annual health and safety training programs and related meetings as required.
- E.8 Communicate safety procedures and concerns to staff, supervisors, and guests.
- E.9 Provide training, personally follow, and positively role model grounds keeping and cleaning techniques, equipment maintenance, all health, safety, and personal protective equipment expectations, and repair requests to staff.
- E.10 Safely operate all vehicles and equipment as necessary.
- E.11 Ensure building is secure, doors are locked and un-propped, windows are locked, lights are turned off, and ensure there are no unauthorized persons inside. Work with Capitol Police and notify them of any problems.
- E.12 Maintain the integrity of issued keys and equipment; ensure all access cards and building keys are secured at end of work shift.
- E.13 Raise and lower flags as requested.
- E.14 Perform vehicle delivery services as requested.
- E.15 Refill restroom supplies when required.
- E.16 Notify supervisor or lead worker of supplies low in stock in need replenishment. Place orders for replenishment as necessary/approved.
- E.17 Keep records, track inventory, and make reports. Maintain accurate time reports.
- E.18 Respond to tenant and public inquires; notify appropriate staff for maintenance or repair work needed to be performed by others.

**Knowledge, Skills, and Abilities:**

1. Intermediate ability to appropriately and safely use riding and push lawn mowers, rakes, shovels, edging tools, shears, manual and power saws, hand tools, power tools, rototillers, snow-blowers, chainsaws, snow plows, sand/salt spreaders, dump/pickup trucks, and personal safety equipment.

2. Interpersonal and communication skills
3. Basic math skills (figuring proportions, quantities, etc.)
4. Basic knowledge of institutional or commercial grounds maintenance procedures, methods, techniques, and equipment used in a large-scale grounds' operation: floral bed preparation, planting, maintenance, and appropriate use of herbicides, fertilizers, and procedures in maintaining lawns.
5. Intermediate ability to perform general maintenance of various hand tools and motorized equipment.
6. Intermediate knowledge of occupational hazards and safety precautions related to maintenance and grounds operations.
7. Ability to work independently and use sound judgment.
8. Ability to perform duties promptly and efficiently under the pressure of deadlines and with interruptions.
9. Basic knowledge and skill in paper and electronic record keeping and inventory practices, procedures, and supply ordering.
10. Basic knowledge of the organization of resources, materials, and equipment.
11. Intermediate knowledge of customer service skills.
12. Basic keyboarding skills and some experience working with computers.
13. Ability to maintain effective working relationships with fellow workers, tenants, and guests from diverse backgrounds who may speak multiple languages via written, electronic, and oral communication.
14. Ability to be flexible in order to meet the needs of the customers.
15. Ability to work with various staff on a project-by-project basis.
16. Ability to conduct work with attention to detail.
17. Ability to read and understand operation manuals and related documents.
18. Basic knowledge of the planning and service necessary to efficiently set-up and tear-down equipment for events.

Physical Demands: Ability to grasp, lift and/or carry tools, equipment or supplies, up to 50 pounds on a regular basis, physically be able to work in various positions, e.g., with arms above your head for periods of time; bending, twisting, crawling, squatting, climbing, stooping or kneeling; on scaffolding, ladders or stairs; standing, sitting or walking, while continuously performing job functions, & ability to wear protective equipment, e.g.: hearing, foot, or eye protection, etc.

Working conditions and environment: Physically be able to work in various environments without adverse physical reaction, e.g.; within extreme temperature ranges; in hot, noisy, dirty or dust-filled areas; at heights above 30 feet, etc.

- The worker must be able to perform the following physical job demands throughout the workday with or without a reasonable accommodation. A reasonable accommodation is a modification to the job, an employment practice, or the work environment that permits the employee to perform his or her job duties successfully, without causing significant difficulty or disruption in the workplace, or posing a health or safety threat.
- Ability to climb stairs, ladders and scaffold and work at heights above 20 feet in order to reach tree limbs and other items, to perform duties within extreme temperature ranges for performing outdoor maintenance in the summer and the winter, and to enter, exit and perform duties in confined spaces to address equipment performance problems.
- Ability to lift up to 50 lbs., with or without assistance, and stoop, crawl under or over equipment and other non-standard height spaces in order to perform repair and maintenance duties.
- CONTINUOUSLY (>67%): Maintain postural balance while standing, walking, and performing job duties; possess ability to see with or without corrective glasses.
- FREQUENTLY (34-66%): lift up to 50 lbs. from floor to waist level; lift up to 50 lbs. from waist to shoulder level; push/pull and carry less than 50 lbs.; reach greater than 18 inches horizontally; reach below knee level and reach to shoulder level; ability to stand, walk, stoop, crouch, squat and climb ladders or stairs; possess ability to use hands for power grip and pinch with forearms in various positions.
- OCCASIONALLY (6-33%): lift up to 20 lbs. above shoulder level; reach above shoulder level; kneel; hear at close and far distances and communicate with others.
- RARELY (0-5%): lift up to 100 lbs. from floor to waist level; lift up to 50 lbs. above shoulder level; push/pull and carry greater than 50 lbs.; sit or crawl.
- Ability to work some nights and weekends to respond to critical building issues, conduct preventive maintenance and care of the Capitol and Executive Residence lawn/plantings.
- Valid driver's license and the ability to meet DOA Fleet standards in order to drive state-owned vehicles for the performance of job duties.